

To: Phelps, Lara[Phelps.Lara@epa.gov]; Gullett, Brian[Gullett.Brian@epa.gov]
From: Lavoie, Tegan
Sent: Mon 8/29/2016 4:50:33 PM
Subject: RE: Travel request to Radford, VA

Hi Lara!

I will look into this ASAP and let you know.

Best,
Tegan

From: Phelps, Lara
Sent: Monday, August 29, 2016 11:25 AM
To: Gullett, Brian <Gullett.Brian@epa.gov>; Lavoie, Tegan <lavoie.tegan@epa.gov>
Subject: RE: Travel request to Radford, VA

Thank you, Brian! I am sitting a couple seats down from Dennis at the ASTM MDL Conference. ☺

Hi Tegan!

I believe the ORAU website provides some of the tools for making travel requests, but we can certainly reach out to Nicole, if what you need is not readily there. If you do not mind checking, I would appreciate it. If you want to send me the link even, I am happy to let you know whether we have what we need before further following-up with Nicole.

Thanks!

Lara

From: Gullett, Brian

Sent: Monday, August 29, 2016 10:28 AM

To: Mitchell, Bill <mitchell.bill@epa.gov>; Greenwell, Dale <greenwell.dale@epa.gov>; Lavoie, Tegan <lavoie.tegan@epa.gov>; Aurell, Johanna <Aurell.Johanna@epa.gov>

Cc: Phelps, Lara <Phelps.Lara@epa.gov>

Subject: Travel request to Radford, VA

I've submitted the attached travel request for our Radford testing.

We'll depart Sunday afternoon 9/18. Dale and Tegan will return by October 1 in the government vehicle.

I have hotel reservations for all (including Tegan). Dale, your reservations currently run the whole time; you'll have to shorten them when you get to the hotel.

I've requested an SUV rental in Radford area for Bill, Johanna, and me. When Dale returns in the government vehicle, we'll turn in the rental and ride back in the gov car.

Tegan you'll have to work through Lara and ORISE to get your travel requested.